

A Guide To The

# **NIH CONTRACTING PROCESS**



## **PREFACE**

This handbook is a general guide to assist potential contractors not familiar with the National Institutes of Health (NIH) acquisition program. It answers questions most frequently asked, e.g., how to learn of NIH plans to award a contract, how to submit proposals, how proposals are evaluated, etc. It is not intended to replace the Federal Acquisition Regulation (FAR) or the terms of any particular contract.

In addition to furnishing information on the initiation, award and administration of contracts sponsored by any of the components of the NIH, the handbook includes a discussion of the distinctions between acquisition and assistance.

It is to be noted that a number of NIH acquisition offices handle purchases under Simplified Acquisition Procedures, which are those acquisitions that are under the simplified acquisition threshold of \$100,000. Acquisitions of this type include, but are not limited to purchase orders, record of call orders, and ordering from General Services Administration schedules. Acquisitions using the simplified acquisition procedures will not be discussed in this handbook.

The material in this handbook is subject to revision by statute, regulation, or through the decision-making processes. Accordingly, this handbook should be used only as a general reference guide and should not be considered all inclusive or authoritative.

It is our expectation that the handbook will be revised periodically to meet developing needs. Within these limits, it is hoped that the handbook will prove beneficial to the reader. We welcome suggestions for improvement of the NIH contracting program and hope that all NIH contractors or potential contractors will not hesitate to communicate with us. Readers should also note that a WEB Home Page for the Office of Contracts Management is accessible through the [NIH Home Page](http://www.nih.gov) (<http://www.nih.gov>).

Diane J. Frasier  
Principle Official Responsible for Acquisition and  
Director, Office of Contracts Management, OA

September 1996

## **PART I**

### **GENERAL INFORMATION ABOUT THE NIH CONTRACTING PROCESS**

The NIH is the principal health research component of the Department of Health and Human Services (DHHS). Its mission is to uncover knowledge that will lead to better health for all Americans. The NIH accomplishes this mission by supporting and conducting both basic and applied behavioral and biomedical research in its own facilities. In addition, the agency supports or acquires scientific investigations and developmental efforts performed by other organizations through acquisition (contracts) and assistance (grants and cooperative agreements) relationships.

Apart from its research mission, the NIH conducts acquisitions to provide general supplies and services, construction, and Information Technology resources. These non-Research and Development (R&D) acquisitions are called Station Support.

#### **1. Distinctions Between Contracts as Acquisition Instruments, and Grants and Cooperative Agreements as Assistance**

There are fundamental distinctions between acquisition and assistance arrangements. A contract is a legal instrument that is used to reflect a relationship between the Federal Government and the recipient whenever the principal purpose of the transaction is to acquire goods or services for the direct benefit or use of the Government. In competitive situations, the Government states the work to be undertaken or the problem to be solved in Request for Proposals (RFPs), or a sealed bid Invitation For Bids (IFBs). Respondents compete for a common requirement open to all offerors/bidders. Proposals are evaluated using technical and business evaluation criteria and generally involve negotiations. Bids are awarded to the bidder who is responsible and offers the lowest overall price.

Unsolicited proposals to perform original, unique, and innovative concepts are an exception to competitive solicitations initiated by the Government and are described in Part II, Section 9.

Grants and cooperative agreements are financial assistance mechanisms whereby money and/or direct assistance is provided to carry out approved activities. A grant is used whenever the awarding office anticipates no substantial programmatic involvement with the recipient during performance of the financially assisted activities. A cooperative agreement would be used when substantial Federal programmatic involvement with the recipient is anticipated during performance.

## **2. NIH Contract-Awarding Organizations**

The NIH comprises a number of separate Institutes, Centers, and Divisions (ICDs) wherein the acquisition functions are carried out. The NIH product acquisitions range from basic office, medical, and Information Technology supplies and equipment to sophisticated state-of-the-art biomedical equipment and systems. The NIH service acquisitions range from construction to management consulting, to sophisticated complex biomedical R&D, such as clinical trials. This broad range of acquisition provides the necessary support for the NIH to carry out its mission. The responsibility for negotiating, awarding and administering these acquisitions lies with the various ICD contracting staff and two central organizations, the Office of Contracts Management (OCM) for research contracts, and the Office of Procurement Management for station support contracts. All acquisitions at the NIH are under the cognizance of the Principal Official Responsible for Acquisition (PORA), Director, Office of Contracts Management.

## **3. The Role of the Contracting Officer**

Each contract is negotiated and administered by an authorized NIH Contracting Officer or one of his or her designated representatives. An officially appointed contracting officer is the exclusive agent of the Government and is the only person empowered to execute or modify a contract on behalf of NIH or any of its component ICDs.

Contracting officers may act through their authorized representatives, generally referred to as contract specialists, in other matters that do not involve the actual execution of contract instruments. Contracting officers are assigned to the various NIH organizations listed in Appendix A.

## **4. The Role of the Contract Project Officer**

A Government Project Officer experienced in the scientific and technical disciplines addressed in a particular program or project is generally appointed for each awarded contract. The project officer is responsible for monitoring the technical aspects of the project and assisting the contracting officer in the administration of the contract. The project officer has a primary relationship with the Contractor's Program Manager. The project officer monitors the contractor's technical progress and assists in the resolution of technical problems encountered during performance.

## **5. Regulations Governing Contracting**

All NIH contracts are governed by the Federal Acquisition Regulation (FAR) and the Health and Human Services Acquisition Regulations (HHSAR). Copies of these regulations may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371. The FAR can be accessed on the GSA web site <http://www.arnet.gov/far/>.

The FAR contains regulations and prescribed contracting policies and procedures that must be followed by all agencies of the Government in the solicitation, selection, negotiation, award and administration of their contracts. The HHSAR was developed to implement and supplement the FAR, providing DHHS-wide policies, procedures and guidance that govern the acquisition process.

## **6. NIH Contracting Policies**

Within the limits of statutes and regulations governing the contracting process in Federal Agencies, there is an opportunity for innovation to improve contracting procedures and relations between the contracting parties. Views from the community at large on ways and means of enhancing the quality and effectiveness of our contracting programs and procedures are welcomed and encouraged.

## **PART II**

### **THE CONTRACTING PROCESS**

#### **1. Methods of Contracting**

There are two basic methods of contracting utilized throughout the Government; sealed bidding and negotiation. The NIH requirements for R&D employ the negotiated method of contracting, while Station Support contracts utilize both contracting by negotiation and sealed bidding.

Negotiation is a procedure that includes the receipt of proposals from offerors, permits discussion, and usually affords offerors an opportunity to revise their offers before award of a contract. This method provides the contracting parties maximum flexibility to refine the contract Work Statement, and to establish and agree on anticipated costs of performance.

Sealed bidding procedures are used whenever the supplies or services required can be described in precise terms. An award is made to the responsible bidder whose bid, conforming to the IFB, will be most advantageous to the Government, considering only price and price-related factors included in the IFB.

Sealed bidding procedures are more appropriate for the acquisition of construction and standard commercial goods and services. Negotiation is a more suitable method to procure R&D and other services.

#### **2. Flexibility of NIH Contracts**

The terms and conditions of the NIH negotiated contracts are flexible enough to meet changed requirements as work progresses. The contract instrument itself provides the mechanisms for the contracting officer and the contractor to agree to changes in the Work Statement, expansion or reduction of work requirements within the general scope of the contract, and if the contract is one that is a cost-reimbursement type, adjustment of funding levels during the life of the contractual agreement.

Many NIH R&D contract programs are announced to the scientific community by stating the research requirements in rather general terms. By stating the requirement in a broad manner, the Government allows offerors to propose innovative solutions to the technical problems identified by the NIH.

#### **3. Contract Performance Periods**

The length of a contract will vary depending upon the requirement, from days or months for some supply-type Station Support contracts, to several years for complex research contracts.

For multi-year Station Support and service contracts, options are used. Here the amount for all potential years of a contract are negotiated prior to award, but only the first year is funded. All succeeding years are included in the contract as options that may be unilaterally exercised by the Government.

#### **4. Competition for Contracts**

The NIH solicits contract proposals and bids on a competitive basis to the maximum practicable extent. Depending upon the nature of the requirement, the NIH encourages competition among qualified educational institutions, nonprofit and commercial organizations, which include small, small disadvantaged and women-owned business firms.

#### **5. Requests for Proposals and Bids**

The RFPs/IFBs issued by the NIH contracting activities contain all information necessary for offerors or bidders to prepare contract proposals or bids and where required, follow the uniform contract format established by the FAR.

The solicitation provides: (1) the statement of required work; (2) desired performance or delivery schedule; (3) available Government-furnished property, if any; (4) applicable contract clauses to be included in the contract as awarded, and if appropriate; (5) criteria that will be used by the Government to evaluate the proposals that are submitted. An RFP also includes guidance to prospective offerors on how to prepare the technical and cost portions of their proposals.

The RFPs/IFBs always specify the required date for submission of offers or bids, permitting offerors sufficient time to prepare and submit responses. All proposals or bids must be mailed or delivered in a manner to ensure timely receipt by the Government at the exact location and on or before the deadline specified in the RFP/IFB. The NIH is not authorized to consider late proposals or late modifications to proposals, unless the proposal receipt was delayed due to one of the regulatory exemptions stated in FAR 14.304-1 and FAR 15.412, or all of the requisite conditions exist to use the alternate late proposal procedure authorized by PHSAR 352.215-10.

Negotiated Statements of Work presented in the NIH contract solicitations are usually flexible enough to give offerors reasonable discretion to provide their own approaches to the contract objectives, but specific enough to ensure that offerors are competing on a common basis. Because offerors may propose various approaches in connection with a negotiated Statement of Work, a uniform standard is used to evaluate the differing approaches to the requirement. This standard is embodied in the evaluation criteria described in the RFP.

A RFP/IFB is provided to all sources that request it or are known to be interested in performing a proposed requirement.

## **6. Publicizing Contract Requirements**

The *Commerce Business Daily* (CBD) is the principal publication through which prospective sources learn of planned NIH contract projects. Generally, all NIH solicitations are announced in the *CBD*. It is the NIH policy to seek competition in its contract programs to the greatest extent possible. Noncompetitive contracts are awarded on an exception basis only. Announcing competitive solicitations in the *CBD* provides a wide distribution of the NIH requirements to interested parties and potential contractors who may submit proposals in response to announcements of the RFP availability.

In addition to announcing proposed contract projects in the *CBD*, the NIH also uses the *NIH Guide for Grants and Contracts* (Guide) for its R&D requirements. It contains policy guidance and administrative information concerning the NIH programs as well as the RFP announcements.

Information concerning subscriptions to the *CBD* may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371. Requests to be placed on a mailing list to receive copies of the *Guide* may be addressed to the Office of Extramural Outreach and Information Resources, NIH, 6701 Rockledge Drive MSC 7910, Bethesda, Maryland 20892-7910, Telephone (301) 496-5366, FAX (301) 480-8443.

As a third method of announcing and making RFPs available to the public, the NIH has established a Home Page on the World Wide Web (WWW). This may be accessed at <http://www.nih.gov/>. The Guide, as well as the RFPs issued by a number of NIH ICDs, may be accessed at the NIH Home Page address. All of the RFPs announced electronically may be downloaded directly to your personal computer.

## **7. Evaluation and Negotiation of Proposals**

Proposals received in response to the RFP are evaluated by the NIH from a technical point of view, which includes the offerors past performance on similar projects, and from the standpoint of cost. The relative importance of the technical aspects of the proposal versus the cost or price, as well as how past performance is to be treated, will be specified in the RFP.

### **a. Technical Evaluation of Proposals and Establishing a Competitive Range**

Sources responding to solicitations can be assured that their proposals will be evaluated professionally and objectively by persons who have expertise in that particular field. For R&D and R&D support requirements, the technical evaluation is conducted by one or more panels in the scientific or technical disciplines associated with the contract requirements. At least three-fourths of the members of the review group must be non-Federal Government employees. For non-R&D requirements, persons within the Federal Government who have expertise in that particular field serve on a committee to evaluate proposals. The technical evaluation is conducted solely on the basis of the evaluation criteria



announced in the RFP. All proposals submitted for technical review are designated as either acceptable or unacceptable.

After the technical evaluation, the contracting officer will establish a competitive range. The competitive range identifies those offerors with whom NIH will conduct negotiations, and is composed of those acceptable proposals, which have a reasonable chance of being selected for award.

#### **b. Negotiations**

Once a competitive range has been established, negotiations are undertaken by the NIH Contracting Officer with the offerors determined to be in that "range." These negotiations, either written or oral, will reveal to each offeror the ambiguities, uncertainties, or any questions raised by the evaluation of their proposal. Questions affecting technical/scientific considerations, cost elements and administrative matters may be discussed. Offerors are then given an opportunity to improve or revise their proposal in a Best and Final Offer (BAFO) to be submitted by a specified date. This BAFO is the basis for the final contract award to the offeror deemed most advantageous to the Government. In special situations and if so specified in the RFP, the Government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

#### **c. Cost and Price Analysis of Proposals**

Proposals, which are technically acceptable are also evaluated from a business standpoint. Cost analysis is the review of the individual cost elements and proposed profit, if any, by an evaluation of the offeror's cost or pricing data and of the judgmental factors applied by the offeror to the estimated costs. This is accomplished through verification and evaluation of each element of cost proposed by the offeror based upon the audit and technical analysis performed by the various Government specialists.

Price analysis is the process of examining and evaluating a proposed price without evaluating its separate cost elements and proposed profit. Price analysis entails: (1) comparison of proposed prices received in response to the solicitation; (2) comparison of prior proposed prices and contract prices with current proposed prices for the same or similar items; (3) application of rough yardsticks to highlight significant inconsistencies that warrant additional pricing inquiry; (4) comparison with competitive published price lists; (5) published market prices of commodities; (6) similar indexes and discount or rebate arrangements; and (7) comparison of proposed prices with the independent Government cost estimate, and comparison of proposed prices with prices for the same or similar items obtained through market research. Price analysis is always utilized when employing negotiated fixed-price contracts, most of which are non-R&D types.

#### **d. Award Announcements/Notifications to Unsuccessful Offerors**

Notices of contract award are published in the *CBD*. Upon written request, unsuccessful offerors are debriefed and furnished the basis for the selection decision and contract award. Debriefing information includes the Government's evaluation of the significant weaknesses or deficiencies in the offeror's proposal; the overall evaluated cost or price and technical rating of the successful offeror and the debriefed offeror; the overall ranking of all offerors; a summary of the rationale for award; for acquisitions of commercial end items, the make and model of the item to be delivered by the successful offer; and reasonable responses to relevant questions regarding the agency's compliance with source selection procedures contained in the solicitation and compliance with acquisition rules and regulations.

The contracting officer will notify, in writing, each unsuccessful offeror at the earliest practicable time that their proposal is no longer eligible for award.

#### **8. Sealed-Bid Procedures**

To utilize the sealed bidding process the following conditions must be present: (1) if time permits, the solicitation, submission and evaluation of sealed bids; (2) the award will be made on the basis of price and other price-related factors; (3) it is not necessary to conduct discussions with the responding offerors about their bids; and (4) there is a reasonable expectation of receiving more than one sealed bid.

After the contracting officer determines that these conditions exist, the next step is the preparation of "IFBs." It must describe the requirements of the Government clearly, accurately and completely. The invitation includes all documents (whether attached or incorporated by reference) furnished to prospective bidders for the purpose of bidding.

The next step is publicizing the IFBs. Invitations are usually publicized in the *CBD*, through distribution to prospective bidders and posting in public places. Publicizing occurs in sufficient time before public opening of bids to enable prospective bidders to prepare and submit bids.

Submitted bids are kept unopened in a locked bid box or other secure container until the time of public opening. Bidders must submit sealed bids to be received at the exact time and place stated in the solicitation. A late bid is not considered for award, unless one of the exemptions stated in FAR 14.304-1 applies.

The Bid Opening Officer publicly opens the bids, reads the bids aloud to those present and has the bids recorded. Original bids are kept by the Government official but can be viewed by the public under Government supervision.

The contracting officer evaluates the bids for responsiveness, responsibility and reasonableness of price.

Responsiveness is achieved when the bid is submitted in a timely manner and prepared in accordance with the instructions outlined in the IFBs.

A bidder is determined responsible when he or she: (1) has adequate financial resources to perform the requirement or the ability to obtain them; (2) is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments; (3) has a satisfactory performance record; (4) has a satisfactory record of integrity and business ethics; (5) has the necessary organization, experience accounting and operation controls, and technical skills, or the ability to obtain them; (6) has the necessary production, construction, and technical equipment and facilities or the ability to obtain them; and (7) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

After the contracting officer determines whose bid will be most advantageous to the Government, considering price and price-related factors, the contract award is made by written notice.

## **9. Unsolicited Proposals**

In addition to contract projects, which are planned and developed by the NIH, unsolicited proposals can also be the basis for establishment of requirements to be obtained by the contract. An unsolicited proposal is a voluntary written offer by a source outside the Government of new ideas and concepts that the NIH may find meritorious and useful in furtherance of its mission. A valid unsolicited proposal must be innovative and unique; independently originated and developed by the offeror; prepared without Government involvement; and include sufficient detail to permit a determination that Government funding could be worthwhile and the proposed work could benefit NIH's mission. Based on these criteria, an evaluation of the proposal will then be performed by three or more experts, the majority of whom are not required to make recommendations concerning the contract action as part of their official duties.

An unsolicited proposal may be the basis for a Government competitive solicitation, i.e., RFP, if the RFP in no way reveals the original ideas or approaches of the originator. For example, an unsolicited proposal may represent one possible approach to a common problem; if there are other possible approaches to the problem, it may be in the Government's best interest to issue a competitive solicitation asking for technical approaches that offer the best solution to the problem. The competitive RFP would not specify or reveal the techniques described by the originator of any unsolicited proposal. When competition is deemed appropriate, notwithstanding the submission of an unsolicited proposal, the originator will be invited to participate under the formal competitive RFP.

## **10. Small Business Program**

The Small Business Act of 1958, as amended, and the Small Business Investment Act of 1958 reflects the declared policy of the Congress that small business concerns should receive a fair proportion of the

Federal Government's contracts and purchases. It is the policy of the Federal Government to provide maximum practicable opportunities in its prime contracts and subcontracts to small, small disadvantaged and women-owned businesses.

The DHHS and all of its Operating Divisions implement this Federal socioeconomic policy through an established Small and Disadvantaged Business Utilization Program. Each DHHS Operating Division, including the NIH, has a small business operational program at the activity intended to aid, counsel and assist small business.

The Small Business Program at the NIH is headed by the Chief, Small Business Program and is centrally located in the Office of the PORA, Director, Office of Contracts Management. Two of the NIH Institutes, the National Cancer Institute and the National Institute of Environmental Health Sciences, each employ a Small Business Specialist who is responsible for day-to-day program operations. The Small Business Specialists are responsible for taking necessary action to ensure small business consideration when reviewing requests for contracts and Government prime contractor's subcontracting plans, which establish goals to do business with small, small disadvantaged and women-owned businesses. Additionally, the Small Business Specialists counsel small businesses and engage in various outreach activities at the Federal, state and local community level.

Section 8(a) of the Small Business Act established a program that authorizes the Small Business Administration to enter into all types of contracts with other Federal agencies and award subcontracts for performing those contracts to small and disadvantaged businesses which are eligible for program participation. Acquisitions (contracts and purchases) are offered to the 8(a) Program as a result of recommendations by agency contracting officers, program officials, small business specialists, or as a result of requests from the Small Business Administration on behalf of firms in their portfolio.

The small business set-aside is a mechanism by which acquisitions (contracts and purchases) are reserved for the exclusive participation of small business concerns. Small business set-asides are initiated by program officials and contracting officers or recommended by the small business specialist when there is a reasonable expectation of receiving at least two offers from responsible small business concerns, which are capable of providing the products of small business concerns, and setting aside the contract will result in the Government receiving a fair market price.

Public Law 95-507 requires that every contractor awarded contracts exceeding the simplified acquisition threshold must agree to subcontract with small, small disadvantaged, and women-owned businesses to the maximum extent practicable. Each contract with "other than a small business" anticipating subcontracting opportunities and which is expected to exceed \$500,000, or \$1,000,000 for construction, must have an approved subcontracting plan for the particular contract prior to award. The goals established for small, small disadvantaged and women-owned businesses must reflect a "good faith" effort to provide maximum practicable subcontract opportunities.

If the Small Business Administration has assigned a Procurement Center Representative to an agency, they become part of but independently participate in the acquisition review process.

The NIH Small Business Office sponsors a small business seminar focusing on "How-To-Do Business" with the NIH on the first Wednesday of each month.

Any of the Small Business Program Managers (see Appendix B) may be contacted for specific information concerning their programs.

## **11. Contract Compliance Program**

In accordance with the Civil Rights Act of 1964, the NIH Contract Compliance Program ensures that all NIH contractors are complying with Title VII of the Civil Rights Act of 1964, as amended: Executive Order 11246, as amended (FAR Subpart 22.8); Executive Order 12086, as amended (FAR Subpart 55.222-25); Section 503 of the Rehabilitation Act of 1973 (FAR Subpart 22.14); Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (FAR Subpart 22.13); the Age Discrimination Act of 1975 (FAR Subpart 22.9); and the Equal Pay Act of 1963 (Public Law 88-388, 29 U.S.C. 206(d)).

The goals of the Contract Compliance Program are to: (1) make contractors aware of Equal Employment Opportunity Compliance; (2) provide technical assistance and staff education; (3) monitor and collect data related to compliance activities; (4) assure that all contractors that do business with the NIH practice the policy of nondiscrimination in employment; (5) investigate employees' alleged discrimination complaints involving contractors; and (6) ensure that affirmative measures are taken to provide opportunities for women and minority-owned firms to compete for contracts.

## **12. The Small Business Innovation Research (SBIR) Program**

Public Law 97-219, the Small Business Innovation Development Act, amended by Public Law 102-564, dated October 28, 1992, provides that the DHHS and certain other Federal Agencies set aside a specified amount of their overall extramural R&D budgets for the SBIR Program.

The purpose of this legislation is to stimulate technological innovation, encourage small business participation in Federal R&D, and increase small business commercialization of technological innovations derived from federally funded R&D.

A "small business" is a concern that is organized for profit, has its principal place of business in the United States, is not dominant in its field, and has no more than 500 employees. The SBIR projects are selected with a view to fulfilling broad program directives and solving priority technological problems and producing technology or products with commercial applications. Because these projects are usually highly scientific in nature, the SBIR contract proposals are reviewed by a panel of scientists, at

least three-fourths of whom must be non-Federal Government employees, who are experts in the scientific field identified with the SBIR topic area.

A Presolicitation Announcement (PSA) is issued quarterly by the SBA to those firms on the mailing list. The PSA will keep interested parties up-to-date as to when each SBIR Program solicitation is due to be released and how you may order copies of those in which you have an interest.

If you would like to be included on the listing to receive the PSA, please contact the following:

Office of Technology  
U.S. Small Business Administration  
409 Third Street, SW, (8th Floor)  
Washington, DC 20416  
(202) 205-7777

## **Appendix A**

### **NIH Contracting Offices**

#### **Office of Contracts Management, Office of Administration (OCM/OA)**

Principal Official Responsible for Acquisition, and

Director, OCM/OA

RM 6D01

6100 EXECUTIVE BLVD MSC 7540

ROCKVILLE MD 20892-7540

Phone: (301) 496-4422

#### **National Cancer Institute (NCI)**

Research Contracts Branch

Executive Plaza South, RM 604-B

6120 EXECUTIVE BLVD MSC 7222

ROCKVILLE MD 20892-7222

Phone: (301) 496-8628

#### **National Cancer Institute - Frederick Cancer Research and Development Center (NCI-FCRDC)**

BLDG 427 RM 25

Fort Detrick

PO BOX B

FREDERICK MD 21702-1201

Phone: (301) 846-1113

#### **National Heart, Lung, and Blood Institute (NHLBI)**

Contracts Operations Branch

ROCKLEDGE BLDG (RKL2) RM 6100

6701 ROCKLEDGE DRIVE MSC 7902

BETHESDA MD 20892-7902

Phone: (301) 435-0330

#### **National Institute of Allergy and Infectious Diseases (NIAID)**

Contract Management Branch

SOLAR BLDG RM 3C07

6003 EXECUTIVE BLVD MSC 7610

ROCKVILLE MD 20892-7610

Phone: (301) 496-0612

and  
Acquisitions Management and Operations Branch  
Negotiated Contracts Section  
SOLAR BLDG RM 1C-38  
6003 EXECUTIVE BLVD MSC 7605  
ROCKVILLE MD 20892-7605  
Phone: (301) 402-2284

**National Institute of Environmental Health Sciences (NIEHS)**

Research Contracts Branch  
PO BOX 12874  
RESEARCH TRIANGLE PARK, NC 27709  
Phone: (919) 541-4670

and  
Acquisition Management Branch  
PO BOX 12874  
RESEARCH TRIANGLE PARK, NC 27709  
Phone: (919) 541-5415

**National Institute of Child Health and Human Development (NICHD)**

Contracts Management Branch  
RM 7A07  
6100 EXECUTIVE BLVD MSC 7510  
ROCKVILLE MD 20892-7510  
Phone: (301) 496-4611

**National Library of Medicine (NLM)**

Office of Acquisitions Management  
BLDG 38A RM B1N17  
8600 ROCKVILLE PIKE MSC 6075  
BETHESDA MD 20894-6075  
Phone: (301) 496-6546

**National Institute of Arthritis and Musculoskeletal, and Skin Diseases (NIAMS)**

Contracts Management Branch, EP  
NATCHER BLDG RM 5AS-13A  
45 CENTER DRIVE MSC 6500  
BETHESDA MD 20892-6500  
Phone: (301) 594-2543



**National Institute of Diabetes, and Digestive and Kidney Diseases (NIDDK)**

Acquisition Management Branch  
NATCHER BLDG RM 6AN-32  
45 CENTER DRIVE MSC 6600  
BETHESDA MD 20892-6600  
Phone: (301) 594-7728

**National Institute of Neurological Disorders and Stroke (NINDS)**

Contracts Management Branch, DEA  
6001 EXECUTIVE BLVD RM 3287 MSC 9531  
BETHESDA MD 20892-9531  
Phone: (301) 496-1813

**National Institute of Dental Research (NIDR)**

Contracts Management Section  
NATCHER BLDG RM 4AN-44D  
45 CENTER DRIVE MSC 6402  
BETHESDA MD 20892-6402  
Phone: (301) 594-0652

**National Institute of Mental Health (NIMH)**

Contract Management Branch, ORM, NIMH  
6001 EXECUTIVE BLVD RM 6S-6107 MSC 9603  
BETHESDA MD 20892-9603  
Phone: (301) 443-2696

**National Institute on Alcohol Abuse and Alcoholism (NIAAA)**

Contracts Management Branch  
WILLCO BLDG STE 504  
6000 EXECUTIVE BLVD MSC 7003  
BETHESDA MD 20892-7003  
Phone: (301) 443-1191

**National Institute on Drug Abuse (NIDA)**

Contracts Management Branch  
6001 EXECUTIVE BLVD RM 3105 MSC 9543  
BETHESDA MD 20892-9543  
Phone: (301) 443-6679

**Office of Procurement Management (OPM)**

Office of Administration

Office of the Director

RM 505D

6011 EXECUTIVE BLVD MSC 7663

ROCKVILLE MD 20892-7663

Phone: (301) 496-7448

**Division of Research Contracts (DRC)**

**Office of Contracts Management, OA**

Office of the Director

RM 6E01

6100 EXECUTIVE BLVD MSC 7540

ROCKVILLE MD 20892-7540

Phone: (301) 496-4487

## **Appendix B**

Organizations determined to be either a Small Business or a Small Disadvantaged Business by the Small Business Administration may wish to contact one of the following offices about contracting opportunities at the NIH.

### **National Institutes of Health**

#### **Small Business Office**

Office of Contracts Management

RM 6D05

6100 EXECUTIVE BLVD MSC 7540

ROCKVILLE MD 20892-7540

Phone: (301) 496-9639

#### **Small Business Office**

National Cancer Institute

Executive Plaza South, RM 608H

6120 EXECUTIVE BLVD MSC 7222

ROCKVILLE MD 20892-7222

Phone: (301) 496-8628

#### **Small Business Office**

National Institute of Environmental Health Sciences

PO BOX 12874

RESEARCH TRIANGLE PARK, NC 27709

Phone: (919) 541-0423